

<b>2 ADMINISTRATIVE MATTERS AND PROCEDURES</b>		Page 1 of 6
<b>Division of Forensic Science</b> <b>FIREARM/TOOLMARK TRAINING MANUAL</b>		Amendment Designator:
		Effective Date: 13 May 2003
<b>2 ADMINISTRATIVE MATTERS AND PROCEDURES</b>		
<b>2.1</b>	<b>Method</b>	
2.1.1	Discuss the laboratory Quality Assurance Program and the Proficiency Testing Program with the Lab Director/ Firearm Section Chief.	
	_____	_____
	Lab Director/Section Chief	Date
2.1.2	Discuss the laboratory policy regarding the reexamination of evidence with the Laboratory Director/Section Chief.	
	_____	_____
	Lab Director/Section Chief	Date
2.1.3	Discuss the opportunities for advancement within the Firearm Section and the laboratory system with the Lab Director/Section Chief.	
	_____	_____
	Lab Director/Section Chief	Date
2.1.4	Meet with the Lab Director and discuss the laboratory's mission, organization and capabilities. Tour the facilities and prepare a typed summary for the Training Officer regarding what was learned.	
	_____	_____
	Lab Director/Section Chief	Date
	_____	_____
	Training Officer	Date
2.1.5	Participate in a one week "ride-along" program with a crime scene evidence processing section. Observe the collection and preservation of physical evidence of all types, with emphasis on firearms-related evidence. Prepare a typed report for each day, citing crime scenes observed, evidence collected and the related crime scene search documentation generated, such as photographs, sketches, evidence logs, incident reports, etc.	
	_____	_____
	Crime Scene Supervisor	Date
	_____	_____
	Training Officer	Date
2.1.6	Discuss with the Lab Director/Section Chief the laboratory policies regarding the following:	
	<ul style="list-style-type: none"> <li>• Providing telephonic results prior to issuance of a final laboratory report</li> <li>• Inquiries from the press and other media</li> <li>• Request to give a deposition in a criminal case</li> <li>• Request to testify in a civil case</li> </ul>	

<b>2 ADMINISTRATIVE MATTERS AND PROCEDURES</b>		Page 2 of 6
<b>Division of Forensic Science</b>  <b>FIREARM/TOOLMARK TRAINING MANUAL</b>		Amendment Designator:
		Effective Date: 13 May 2003
<ul style="list-style-type: none"> <li>Request to testify in a grand jury proceeding or a preliminary hearing</li> <li>Providing a laboratory report to other agencies</li> </ul>		
<div> <div>_____</div> <div>Lab Director/Section Chief</div> <div>_____</div> <div>Date</div> </div>		
2.1.7	Become familiar with the requirements and the facilities available for the secure storage of evidence within the section. Discuss this with the Lab Director/Section Chief and an examiner from the section.	
<div> <div>_____</div> <div>Lab Director/Section Chief</div> <div>_____</div> <div>Date</div> </div>		
<div> <div>_____</div> <div>Student</div> <div>_____</div> <div>Date</div> </div>		
2.1.8	Become familiar with the requirements of section security in regard to firearms, electrical appliances, evidence while under examination, and section space security. Discuss this with the Section Chief and an examiner from the section.	
<div> <div>_____</div> <div>Lab Director/Section Chief</div> <div>_____</div> <div>Date</div> </div>		
<div> <div>_____</div> <div>Student</div> <div>_____</div> <div>Date</div> </div>		
2.1.9	Become familiar with the Firearms Reference Collection (FRC): <ul style="list-style-type: none"> <li>Learn how to locate firearms in the FRC using the FRC printed inventory listings, and obtain up-to-date copies of this inventory</li> <li>Know the correct procedure for checking a firearm out of the FRC</li> </ul>	
<div> <div>_____</div> <div>Lab Director/Section Chief</div> <div>_____</div> <div>Date</div> </div>		
<div> <div>_____</div> <div>Student</div> <div>_____</div> <div>Date</div> </div>		
2.1.10	Be briefed by the Section Chief in regard to files, records, and procedures in regard to delinquent cases, annual and sick leave, time and attendance, report files, ordering expendable supplies, purchase orders and obtaining necessary tools, equipment and protective clothing.	
<div> <div>_____</div> <div>Lab Director/Section Chief</div> <div>_____</div> <div>Date</div> </div>		
<div> <div>_____</div> <div>Student</div> <div>_____</div> <div>Date</div> </div>		

2 ADMINISTRATIVE MATTERS AND PROCEDURES	Page 3 of 6
<div>Division of Forensic Science</div> <div>FIREARM/TOOLMARK TRAINING MANUAL</div>	Amendment Designator:
	Effective Date: 13 May 2003
<p>2.1.11 Know the procedures utilized in the firearm section for handling and examining evidence that may be or is known to be infected by the AIDS virus or other diseases.</p> <p><b>(Use Training Assignment #1 to complete this objective.)</b></p> <div> <div>Student</div> <div>Date</div> </div> <p>2.1.12 Obtain a copy of the "<i>Technical Protocols for Handling of Firearms and Ammunition</i>" which includes safety rules and procedures. Become familiar with its content and understand the rules and procedures contained therein.</p> <p><b>(Use Training Assignment #1 to complete this objective.)</b></p> <div> <div>Student</div> <div>Date</div> </div> <div> <div>Training Officer</div> <div>Date</div> </div> <p><b>2.2 Reference Materials &amp; Administrative Matters</b></p> <p>The reference materials at the end of each section serve several purposes:</p> <ul style="list-style-type: none"> <li>• To provide a wider range of resources for use in completing pre-course assignments</li> <li>• To provide reference materials for future professional use</li> <li>• To allow the trainee to gain additional depth in particular subject areas</li> <li>• Additional references with reference notes are encouraged</li> </ul> <p><b>2.3 Basic</b></p> <p>Policies and procedure manuals for the laboratory</p> <p><b>2.4 Firearms Safety References</b></p> <p>All hazardous procedures must be performed in compliance with the DFS Safety Manual.</p> <p>Dutton, G., "Firearms Safety in the Laboratory", <u>AFTE Journal</u>, 1997; 29(1):37-41.</p> <p>National Laboratory Center, Bureau of Alcohol, Tobacco and Firearms, "Firearms Safety Guidelines for the Forensic Firearms Examiner," current edition.</p>	

<b>2 ADMINISTRATIVE MATTERS AND PROCEDURES</b>	Page 4 of 6
<div style="text-align: center;"> <b>Division of Forensic Science</b>   <b>FIREARM/TOOLMARK TRAINING MANUAL</b> </div>	Amendment Designator:
	Effective Date: 13 May 2003
<div style="margin-top: 10px;"> <p><b>2.5 Chemical Safety</b></p> <p>Material Safety Data Sheets (MSDS), as applicable can be obtained in print or on line.</p> <p>National Laboratory Center, Bureau of Alcohol, Tobacco and Firearms, "National Laboratory Center Safety Procedures Manual," current edition.</p> <p>Occupational Safety and Health Administration, <u>29 CFR Part 1910, Occupational Exposures to Hazardous Chemicals in Laboratories; Final Rule.</u></p> </div> <div style="margin-top: 20px;"> <p><b>2.6 Biohazards</b></p> <p>Bigbee, P.D., "Collecting and Handling Evidence Infected with Human Disease-Causing Organisms," <u>FBI Law Enforcement Bulletin</u>, Jul. 1987.</p> <p>---. <u>The Law Enforcement Officer and Aids</u>, U.S. Government Printing Office, current edition.</p> <p>FBI Laboratory, <u>Bloodborne Pathogen Exposure Control Plan</u>, current edition.</p> <p>Occupational Safety and Health Administration, <u>Bloodborne Facts □ Hepatitis B Vaccination □ Protection for You</u>, current edition.</p> <p>---. <u>Bloodborne Facts - Holding the Line on Contamination</u>, current edition.</p> <p>---. <u>Bloodborne Facts - Personal Protective Equipment Cuts Risk</u>, current edition.</p> <p>---. <u>Bloodborne Facts - Protect Yourself When Handling Sharps</u>, current edition.</p> <p>---. <u>Bloodborne Facts - Reporting Exposure Incidents</u>, current edition.</p> <p>---. <u>29 CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens; Final Rule</u>, current version.</p> <p>"AIDS/HIV Carriers, An Organizational Response" FBI Law Enforcement Bulletin, June 1989.</p> </div> <div style="margin-top: 20px;"> <p><b>2.7 Personal Protective Equipment</b></p> <p>Ball, P. and Mikko, D., "Protective Optics," <u>AFTE Journal</u>, 1992; 24(1):80-81.</p> <p>Occupational Safety and Health Administration, <u>Hearing Conservation</u>, current edition.</p> <p>---. <u>Personal Protective Equipment</u>, current edition.</p> <p>---. <u>Respiratory Protection</u>, current edition.</p> </div> <div style="margin-top: 20px;"> <p><b>2.8 Lead Poisoning</b></p> <p>Cayton, J.C., "Blood Lead Tests," <u>AFTE Journal</u>, 1975; 7(1):40.</p> <p>Geibel, J., "Ammunition Can Be Hazardous to Your Health (In More than the Obvious Way)," <u>Police and Security News</u>, May-Jun. 1992, p. 11.</p> </div>	

<b>2 ADMINISTRATIVE MATTERS AND PROCEDURES</b>	Page 5 of 6
<div style="text-align: center;"> <b>Division of Forensic Science</b>   <b>FIREARM/TOOLMARK TRAINING MANUAL</b> </div>	Amendment Designator:
	Effective Date: 13 May 2003
<p>Gregory, A.M., "At Close Range," <u>American Society of Law Enforcement Trainers Journal</u>, Vol. 4, No. 2.</p> <p>Martinez, A.M., "Lead Poisoning," <u>FBI Law Enforcement Bulletin</u>, Aug. 1993, pp. 1-4.</p> <p>Occupational Safety and Health Administration, <u>Standards for Occupational Exposure to Lead, Chapter XVII, Title 29, U.S. Department of Labor, Section 1910.1025.</u></p> <p>"Publication Availability: Lead Poisoning in Shooting Range □ A Menace or a Hoax," <u>AFTE Journal</u>, 1980; 12(4):101.</p> <p><b>2.9 Physical Plant Safety</b></p> <p>Occupational Safety and Health Administration, <u>29 CFR 1910.155, Fire Protection Regulations, Subpart L.</u></p> <p><b>2.10 Quality Assurance</b></p> <p>Association of Firearms and Tool Mark Examiners, "Association of Firearm and Tool Mark Examiners Quality Assurance Program □ 1986," <u>AFTE Journal</u>, 1986; 18(3):10.</p> <p>Bradford, L.W., "Barriers to Quality Achievement in Crime Laboratory Operations," <u>AFTE Journal</u>, 1983; 15(2):71.</p> <p>---. "Forensic Firearms Identification, Competence or Incompetence," <u>AFTE Journal</u>, 1979; 11(2):12.</p> <p>Brundage, D.J., "Proficiency Testing in Illinois," 1980; 12(4):76.</p> <p>Hodge, E.E., "Guarding Against Error," <u>AFTE Journal</u>, 1988; 20(3):290-293.</p> <p>---. "Guarding Against Error," <u>AFTE Journal</u>, 1989; 21(2):450-453.</p> <p>Serrill, M.S., "Forensic Sciences: Overburdened, Underutilized," <u>AFTE Journal</u>, 1980; 12(4):58.</p> <p>Lucas, D.M., "American Proficiency Testing Program," <u>AFTE Journal</u>, 1985; 17(1):26.</p> <p>"Proficiency Testing Recommended for Crime Labs," <u>AFTE Journal</u>, 1979; 11(2):22.</p> <p>Thornton, J.I., "Nationwide Crime Laboratory Proficiency Project," <u>AFTE Journal</u>, 1979; 11(2):23.</p> <p><b>2.11 Individual Certification</b></p> <p>Kopera, J., "Summary of the Study of the Feasibility of Certification," <u>AFTE Journal</u>, 1992; 24(1):84-90.</p> <p>Kowalski, K.F., "AFTE Certification Program," <u>AFTE Journal</u>, 1996; 28(4):287-290.</p> <p><b>2.12 Laboratory Accreditation</b></p> <p>American Society of Crime Laboratory Directors, <u>Laboratory Accreditation Board Manual</u>, current edition.</p> <p>Rabren, C.L., "Laboratory Accreditation," <u>AFTE Journal</u>, 1982; 14(3):36.</p>	

2 ADMINISTRATIVE MATTERS AND PROCEDURES	Page 6 of 6
<div>Division of Forensic Science</div> <div>FIREARM/TOOLMARK TRAINING MANUAL</div>	Amendment Designator:
	Effective Date: 13 May 2003
<div>2.13 AFTE History and Development</div> <p>“Association of Firearm and Tool Mark Examiners Bylaws,” <u>AFTE Journal</u>, 1990; 22(1):61-70.</p> <p>Howe, W.J., “Report on the Formation of the Association of Firearm and Tool Mark Examiners,” <u>AFTE Journal</u>, 1989; 21(2):118-119.</p> <div>2.14 Ethics</div> <p>“AFTE Code of Ethics,” <u>AFTE Journal</u>, 1991; 24(3):342-345.</p> <p>“AFTE Code of Ethics,” <u>AFTE Journal</u>, 1993; 25(1):ix.</p> <p>“AFTE Procedures for Enforcement of the Code of Ethics,” <u>AFTE Journal</u>, 1990; 22(4):457-470.</p> <div>◆ End</div>	